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ABSTRACT

This issue of "Illinois Libraries" contains the papers delivered at a 1974 workshop on government publications in microform. Twelve articles focus on such issues as: 1) reasons to collect microforms; 2) criteria for selecting microform documents; 3) microform hardware and software; 4) procurement procedures; 5) bibliographic control; and 6) specific information regarding microforms published by the Congressional Information Service, the Government Printing Office, the Bureau of the Census, the United Nations, and other state and federal agencies. A bibliography listing reviews of documents in microform and the results of a survey of microform collections of government documents in Illinois also are included. (EMH)

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*special guest editor, janet lyons*

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*Representing the interests and concerns of urban people who are culturally and economically disadvantaged

# preface

This issue contains the papers presented at the sixth annual documents workshop sponsored by the Illinois State Library and the Illinois Library Association on November 21, 1974 in Chicago. The planning committee for the Documents in Microform Workshop consisted of Marilyn Cannon, Illinois State University; Jackie Johnson, Peoria Public Library; Anthony W. Watts, Alabama Public Library Services; Lois Mills, Western Illinois University; Patricia B. Quinn, Illinois State Library; William J. Powers, Jr., Cook County Law Library and Janet Lyons, Illinois State Library.

The goal of this series of workshops is to provide an opportunity for continuing education for documents librarians. The objectives for this workshop were to give a general introduction to microforms through examining the purposes for including in library collections, the policies needed, and the problems involved; to inform librarians about types and formats of microforms available; to establish communication between librarians and producers concerning hardware and software; and to identify problems that need to be resolved.

To determine which libraries do collect documents in microform and what their holdings are, a brief questionnaire was prepared and sent out. The results of that questionnaire appear in this issue.

The program participants are announced by Kathryn Easterfield. Morning speakers were William J. Powers, Jr., Wallace McConaghey, John Hall, and Hank Cohen. Jim Lowey was the luncheon speaker. Paul Vassos, Kay Cole, and Candy Morgan were the afternoon speakers. All speakers then formed a panel, moderated by Anthony W. Watts, to answer questions from participants. A summary of the question and answer period is included in this issue. On display during the workshop were a number of hardware products for participants to examine.

Janet Lyons
Chairperson
Documents in Microform
Workshop Planning Committee

# purposes, policies, problems in microform usage

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[illegible]

who have ever participated in helping to prepare the testimony or even of those witnesses, knows how much effort goes into the preparation of one of those 15,000 pieces of testimony.

In addition to these 600,000 pages of hearings, committee reports, House and Senate Documents, Executive Reports, Executive Documents, committee prints and special miscellaneous publications of both Houses, Congress also, of course, produces some 45,000 printed versions of some 35,000 bills and resolutions every two years, and about 30,000 to 35,000 pages of the *Congressional Record* every year. There is an enormous output of information. The subject matter, of course, is virtually limitless. There is no public issue that some group on Capitol Hill does not take a professional and usually a continuing interest in.

I want to give you just a few examples of the kinds of questions that the Congressional publications, just the hearings, the committee reports and so forth will answer:

*Sample Questions*

A. What is the cost effectiveness of periodic auto safety inspections? Who are the nation's leading authorities?
B. How safe is artificial turf? Have there been more accidents among pros, since installation?
C. What is SBA's position on preferential loans to minority groups?
D. What are issues of privacy raised by government expansion into E. D. P.? Where is William Rehnquist's testimony?
E. What are some of the problems some states have had in compensating victims of violent crimes?
F. Etc.

The question is: How do you identify the particular documents that have these answers? Indeed, if necessary, and it often *is* necessary, how do you get to the pages in those voluminous documents that contain the answers to questions like these? And how do you acquire those documents?

There are a number of sources that have been traditionally used to find information in Congressional publications. I think, however, that I can fairly state that until the CIS Index began publication in 1970, none of them were designed specifically with this purpose in mind. Nonetheless, they do have their uses.

CIS did not enter an absolute vacuum, although I do think we did enter a situation in which none of the other tools were designed specifically to meet the problems that we attempt to meet.

CIS performs six major functions with regard to Congressional documents. *First*, we *collect* them, and amazing as it may seem, we maintain in our office the most complete collection of current Congressional documents that exists anywhere in the world. It is more complete than that maintained by the Library of Congress. It is more complete than that maintained in the Public Documents Office. The reason is simple. We are the only organization in the country that is at those Congressional offices day after day, day in and day out, collecting document systematically and persistently. The Congressional committees know that if they fail to give us a document to index, it means that a year from now when they themselves want to know what was in that document, they are going to find it a little harder to work.

*Secondly*, we *classify* these documents. The CIS numbering system is a relatively simple one to use. It is fundamentally based on the fact that most libraries, whether or not they use SuDocs as a classification system, tend to house their hearings committee-by-committee. Consequently, the CIS classification system classifies documents first by committee and then by document type.

*Thirdly*, we *catalog*. We give basic bibliographic information, availability, price, SuDocs number when it becomes available, LC card number, monthly catalog entry number, collation, presence of index, the standard materials that one needs if one is attempting to order a publication or to shelve it, or to catalog it in one's own library.

*Fourthly*, we analyze and *abstract* the documents. We have a staff of professionals. We go through these documents, often page-by-page, and we create, in the case of hearings, one or two paragraph abstracts for each appearance of each witness before each committee.

In the case of an appropriations hearing, we may have dozens or scores of even hundreds of these analytics for a single volume.

We also pull out and make mention of and index insertions, such as statistics, articles taken from other publications, and other kinds of insertions that are put into the public record and which seem to us to have permanent research value.

*Fifthly*, we *index* this material by the name of the witness, the name of the author of the paper, the name of the organization that witness or author represents, the popular name of the legislation under consideration, the number of the bill or the law or the report or the document, the subject under discussion in the hearing as a whole, the subject under discussion in a particular statement. We try to do a thorough job of indexing and, indeed, our index is almost as voluminous as the abstract section in our publication.

We do these five jobs, and we feed all of our information into a computerized data base. Once a month, out of that data base we draw a monthly publication that looks like this.

Every third month we cumulate the indexes and put out a quarterly index. Every year, we cumulate all the abstracts in one volume, and all the indexes — there are a number of them — in another volume and put out a 1,500 page two volume annual. In addition, this year we will accumulate the indexes for the last five years permitting the patron or staff member access to two and one-half Congresses in one search.

**CIS Microfiche**

After having done that, we do the sixth job: we also micropublish. We take each and every document that we abstract and index, and we publish it in microfiche form. The fiche are sent to subscribers the same month as the index, numbered in the same manner that the index itself is numbered and put out in the same order in which the abstracts are arranged; so that at the end of the year you have all twelve months of Congressional output of about 600,000 pages in a file cabinet approximately the size of a bread box, along with a catalog and index to those documents.

We use standard format, silver halide fiche with eye legible headers. Each committee and subcommittee has a set of tabs to it breaking the documents down as to document type. These tabs, combined with a comprehensive index, means *direct*, not at random, access to over 2.5 million pages of valuable data covering Congress over the last five years. The price of this service is roughly one dollar per document. Costs of maintaining this data base is virtually nil because there is little or no cataloging time, only about one hour of filing time per month. There is little reshelving time because the work can be done without the clerk moving from one location to another. What there *is* is a 100 percent complete collection of hearings, prints, reports, and documents, never out of print, with unlimited circulation capabilities and little staff time requirements. I find it hard to visualize a library acquiring, cataloging, and shelving hard copy documents for one dollar each.

For these libraries with defined needs, we are able to provide special collections. Indeed, many libraries find, as we have found, that acquiring committee prints is a thankless task. We have a special "Limited Edition" collection that provides *all* prints but also includes senate executive reports and documents as well as special and miscellaneous publications. If all you need is the Serial Set, perhaps only hearings or maybe just the Post Office and Civil Service Committee, we are ready to respond to your requirements.

**Legislative Histories**

CIS does something in its annual volume which may save some people, in law libraries in particular, from doing things the hard way. At least, we are trying to accomplish something in this area. I am referring to our legislative histories. I want to refer you to Public Law 92-203, the Alaska Native Claim Settlement Act, 85 Stat. 688, product of the 92nd Congress.

In less than a half hour by traditional methods, a number of traditional methods, you or I or I guess any law student could learn the (clean) bill number was HR10356, could get citations to the Senate, House, and conference committee reports, could also get the appropriate citations to the *Congressional Record* and the Weekly Compilation of Presidential Papers.

However, to get beyond that using traditional methods becomes a very difficult job. If you use the CIS Index, however, we have attempted to make it easy for you to get citations to the four volumes of hearings that emerged from the 92nd Congress on this piece of legislation. Also, you would get a citation to a volume of hearings held by the House Committee on similar legislation during the *91st* Congress. Also, you would get a citation to a Senate Report issued in the 91st Congress that contains an unusually long and detailed analysis of the issues, including a legislative history through June of 1970 of Alaska Native Claims legislation.

Furthermore, in addition to the citations, you also can find the numbers of the many bills under consideration in both the 91st and 92nd Congress from which the (clean) bill emerged, as well as detailed descriptions of the hearings themselves, telling you the pages on which particular issues were discussed by particular witnesses.

Now, I think that we have a long way to go before we have perfected the legislative history section of the CIS/Index. The more you dig in, the more you discover you have to dig further. But I think we have made an important step forward for those of you who are required to produce legislative histories in a hurry.

The nature of our data bank is such that it has not been a difficult job for us to put these legislative histories together, and it may save you a decent amount of work.

If you are working out of a depository or running one, and if the collection is both complete and accessible, and if the legislative history contains no nondepository items like committee prints, then I imagine you can put together a legislative history without too much trouble. Otherwise, I would suggest that you consider the possibility of using

the CIS Microfiche Library. Here we have all 500,000 pages already keyed, tabbed, and filed. It is available as a complete collection. For those of you who wish only to use the nondepository part of the collection, the 25 percent of the documents that Congress issues that are nondepository are available separately.

**Bills & Resolutions**

Furthermore, we are able to offer you in addition, in microfiche form, all versions of all bills and resolutions introduced in Congress. A complete collection accessible by bill number as found in publications housed in most libraries. Our bills may be accessed by bill number as identified in Commerce Clearinghouse, Digest of Public General Bills, House Calendar and History of Bills and Resolutions introduced in the Senate.

No library receives 100 percent of the versions of all bills in hard copy form. In fact, they may only receive as little as 80 percent.

As a result they are generally binding an incomplete set. Valuable space is reclaimed by going to film on lesser used retrospective materials. The less a collection is used, the better the reason for storing in microform and the poorer the reason to invest in binding.

To researchers, it is often very important to know how any why wording has been changed. This is very important at the state level where such changes can effect the writing and introduction of state legislation. In fact, some federal bills may fail because Congress feels they may be more suited for state legislation.

This provides a library with all the material necessary to compile a legislative history except the general debate as appears in the record. As we know, the record is available from several sources.

**Serial Set**

Over the last few years, we have had several requests from libraries across the country to help fill an often times significant gap in a complete documents collection. We are proud to announce a new addition to an already established product line.

CIS is micropublishing the entire Serial Set for the period preceding the first publication of the CIS/Index (1970).

Defined as every document to which Congress has assigned a serial number, the microfiche collection will include:

1. All depository publications that appeared in distinctive serial bindings.
2. Publications that were sent to depository and international exchange libraries, but not in Serial Set form.
3. Publications that were never sent to these libraries under the depository laws even though serial numbers had been assigned to them.
4. Publications within the *American State Papers* that cover the period preceding the introduction of the serial numbering system.

Exercising rigid bibliographic control — and filming from a variety of sources as needed — CIS will micropublish a complete serial set collection . . . more inclusive than any single depository collection in existence.

In addition, CIS is publishing, in ten volumes, an index to the entire Serial Set of 1789-1969, which is a companion finding aid to both hard copy collections and the *CIS US Serial Set on Microfiche*. Each index covers the same portion of the Serial Set collection as a group of CIS microfiche.

For each of these portions of the Serial Set, the index is a cumulative, single alphabetical list of subjects and names, with a separate list of individuals or organizations cited in reports on private bills. Each index also contains a detailed shelflist in serial number order, giving the exact location of all reports and documents.

All previous indexes to the Serial Set are now obsolete. The various finding aids currently in use are, as a whole, inconsistent, cumbersome, and often inadequate. However, the *CIS US Serial Set Index* offers many modern, necessary features. Access to documents is . . .

- *Comprehensive*
  A detailed, multiple-access indexing system accommodates all basic research.
- *Consistent*
  A sophisticated computer program has been designed to assist CIS editors in the creation of the index. The same types of bibliographic information are provided in each index through a uniform set of indexing rules which will apply throughout the project.
- *Convenient*
  For convenient and efficient research, each index is cumulated, so that only a "single look-up" is required to cover a period of ten years or more. (Individual indexes cover a minimum of 10 years to a maximum of 73 years. The average period covered is a span of 18.5 years.)

The *CIS US Serial Set Index* provides unparalleled access to a huge collection of basic research materials for —

- *CIS US Serial Set on Microfiche* customers.
- Federal depository libraries with complete or par-

tial hard copy collections.

- Any library or institution with a requirement for detailed indexing of the serial set . . . a reference resource of major historical significance.

## ASI

Since the first census (1 volume) was produced nearly 200 years ago, the statistical output of the federal government has grown substantially. In fact, the government is the largest producer of statistics the world has ever seen. And those publications containing statistics are of universal value.

The government itself depends upon them in every aspect. Businessmen use them for corporate development, determining inventory levels and planning investments. Writers for the news media use government statistics for news shows and newsprint. Scholars use them for their tremendous research value.

Imagine the sources within the government. Hundreds of agencies and their subgroups, Congressional committees and subcommittees and various statistics-producing programs. And no central catalog! How does one begin to identify let alone retrieve valuable statistical publications?

Here are some typical questions that ASI can answer:

1. How many women are enrolled in four-year colleges and universities? For how many is it their first enrollment? Has there been a steady increase? What are the projections for future enrollments? What types of degrees are they receiving and how many of each?
2. How are we currently financing mental health care? How do we determine need? What is the average daily maintenance expenditure per patient? What is the total enrollment in medicare, military and veteran programs, state and private institutions?
3. What are the various causes of boating accidents? How many people were killed versus number injuries? Are there more accidents on fresh water or on salt water?
4. What are the most common types of wiretaps used? Who is ordering the wiretaps and how often are they used? When an arrest occurs how often is there a conviction?
5. How many children of unemployed parents are on welfare in California?

The President's Commission on Federal Statistics determined the need for a central catalog and approached CIS. At first we refused, due to the enormous size of the project. We did agree, however, to look further into the problem.

Recent developments in computer software had allowed us to create the CIS/Index and abstract, and we discovered these newly developed techniques could be adapted towards the creation of a new statistically oriented index. Indeed, we already had created the basic thesaurus. We produced a survey to the library community and waited. By response, it soon became obvious that there indeed was a dire need for this type of index in the library community.

Having decided to publish, we had to confront several major problems. Given the mass of data available, what do you include? We quickly decided to include all statistical publications from depository materials down to and including interoffice memorandums not furnished through the GPO. Also, we discovered that 35 percent of the material we wished to include was either nondepository or non-GPO in nature. (Later discovering that as high as 70 percent of the publications from DED and HUD, 50 percent of Transportation, and 35 percent of agriculture fits into this group.)

Another question to be answered was the one of scope. If we do all series publications, periodicals, and annuals, for what period do we extend coverage? We decided to cover at least a decade. The coverage is: all periodicals for 1973 on; all series as far back as identifiable or as deemed relevant; and all annuals, biannuals, etc., back to 1962.

Acquisitions is a major problem because we discovered many uncataloged publications not issued from the GPO. In addition, few major agencies centrally control their statistical publications. We had to develop contacts down at the statistics producing level. If we were to order every statistical document from every agency catalog, we would only get half of what is available.

There was a greater need for expanded bibliographical control because of the nature of statistical publications. The searcher had to be told specifically from which subgroup a publication comes from, as well as where and how to order from any available source.

We had to be careful in the creation of our abstracts. If they were too brief, they would be insufficient. If they were too detailed, they would defy quick reference. The complete data abstract gives source (primary or secondary), time period, technical notes, and a description of the publication on a table-by-table basis; thus enabling the researcher to determine if it contains the needed information.

Due to the nature of statistical questions and the need for specific answers, we found the need to provide the American Statistics Index with multiple indexes. Not only a standard subject-author index, but an index by category. This will allow the patron to quickly scan a

single list of all publications with tables broken down by age. For example, the breakdowns are by demographics (age, race, sex, etc.) geographic (SMSA, city, state, etc.) and economic (income, industry).

Another index of titles and report numbers enables the researcher to access when only report number and title is known.

Having solved these problems, we again performed six major functions with regard to the statistical publications.

*First*, we collect them. The most complete collection of statistical publications anywhere. It is more complete than that maintained by the Library of Congress. It is more complete than that maintained in the Public Documents Office. The reason is simple. We are the only organization in the country that is at those agency offices day after day, day in and day out, collecting documents systematically and persistently.

*Secondly*, we classify these documents. The ASI numbering system is a relatively simple one to use. It is fundamentally based on the fact that most libraries, whether or not they use SuDocs as a classification system, tend to house their publications agency by agency. Consequently, the CIS classification system classified documents first by agency and then by document type.

*Thirdly*, we catalog. We give basic bibliographic information, availability, price, SuDocs number when it becomes available, LC card number, monthly catalog entry number, collation, presence of index, the standard materials that one needs if one is attempting to order a publication or to shelve it, or to catalog it in one's own library.

*Fourthly*, we analyze and abstract the documents. We have a staff of professionals. We go through these documents, page by page. And we create abstracts that explain the document, series, annual, or periodical. In the case of series and periodicals we also briefly abstract individual publications within individual issues paying special attention to tables and graphs.

*Fifthly*, we index this material, as previously described by subject author and by category. We try to do a thorough job of indexing and, indeed, our index is almost as voluminous as the abstract section in our publication.

We do these five jobs, and we feed all of our information into a computerized data base. Once a month, out of that data base we draw a monthly publication.

Every third month we cumulate the indexes and put out a quarterly index. Every year, we cumulate all the abstracts in one volume, and all the indexes — there are a number of them — in another volume.

### ASI Microfiche

The last function we perform provides the solution to the second problem — once identified, how do we retrieve valuable documents. CIS films and makes available on 4 × 6 microfiche all of those publications identified in the ASI Index. The ASI-74 annual plus retrospective alone includes over 10,000 titles. Nearly two million pages of valuable information.

These microfiche are sent to our subscribers at about the same time they receive the index. They are numbered the same way the abstracts are numbered and put in the same order that the abstracts are arranged.

Once the researcher identifies the publication he needs, he can immediately retrieve it. The document may only be a non-GPO publication available in limited quantity only from the Cabinet Committee on Price Stability but he has it. And he has the most recent document because our microfiche arrive approximately the same time that the monthly index does.

Microfiche packages range from the complete set to subagency groupings designed to meet the needs of modern libraries. Also a special group of nondepository, non-GPO materials are available.

# an immodest proposal — state publications when and where you want them (almost)

herbert c. ashton
editorial director
library and education division
information handling services
englewood, colorado

The Library and Education Division of Information Handling Services has been developing an extensive and ambitious micropublication program involving official state publications. The project consists of two basic components: a comprehensive and thoroughly indexed checklist — possibly leading very quickly to the creation of a proper bibliography — of state publications, and a separate but related program of microfiche reproduction of selected state documents. Each component, in turn, includes two chronological elements: a current and continuation segment, and a retrospective segment.

Considering the volume and scope of material officially published by the states of the United States, it is clear that any republication program must be selective. We expect that for some time, retrospective publication will include only the regular (serial) reports of major state administrative agencies and their chief subdivisions. The current program, on the other hand, will focus on nonserial, more particularized and less readily available state publications, though a precise current definition of the current segment of the program depends on still unresolved problems of availability and acquisition.

## A. Checklists — The Current Segment

The major purpose of the checklist is to enhance bibliographic control of state publications by virtue of completeness, standardization, and good indexing. Its effects will be to facilitate research and to improve the accessibility of information by providing, in one place, available quarterly and in annual cumulations, what is now not available except through laborious and expensive searching of a number of disparate sources.

Our work with presently available checklists issued by the Library of Congress, by state documents clearinghouses, state libraries and historical societies and by various state agencies, will be supplemented with library searches, and then compiled and indexed with a view toward creating an efficient and substantial tool for information access and retrieval.

As with any similar data bank, the checklist will be most useful if it can provide complete accessibility through author, title and subject. It is possible, however, that a proper bibliography of state publications — in addition to and supplementing the checklist — will be developed for at least a portion of the program.

Accessibility through subject presents at once great promise and equally great difficulty. We see a possible solution: the checklist, traditionally organized by single hierarchy, would be accompanied by a thorough subject index utilizing a moderate number of fixed and generally acceptable subject categories.

Thus, the current checklist's overall format would involve a single alphabetical listing of agencies (corporate authors) under each state, with subsidiary author and title data arrayed in normal fashion. The agencies of each state would be indexed sequentially, according to appropriate and applicable subject headings.

In any checklist dealing with state publications, the accessibility of information through author and title presents some peculiar difficulties. Authors are predominantly corporate, and an arrangement similar to that of the *LC Monthly Checklist* is in essence an indexing by corporate author.

It seems likely, however, that we will choose a scheme that follows the practice established by the Center for Research Libraries, namely, entering by state and by key word, with sufficient cross-referencing and a moderate (but adequate) number of subdivisions. Naturally, this pattern will apply to the checklist, not to any bibliography we may create.

Classification by title is of lesser importance with respect to state publications, where documents are often untitled or possessed of such nondistinctive titles as *Report of ... or Publications of ...* In most instances, title and corporate author, title and subject, become virtually indistinguishable. It seems to use, therefore, that some selectivity must be exercised if we are to avoid needless duplication in the preparation of a title index.

There are at least two prominent exceptions to the rules of anonymous, personal author and indistinct title

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[illegible]

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I promised to return to the subject of how you can obtain census publications on microforms. Any final publication issued since January 1968 can be ordered on microfiche through the Bureau of the Census Library, Washington, D.C. 20233. A complete list of these publications for each year is contained in the Bureau of the Census catalog for that year. Payment for microfiche is required in advance, and since pricing is currently on a per-fiche basis you should first write or call for a price quotation. We are soon to reexamine our pricing schedule and we may switch to one standard price for any title regardless of the number of fiche, so as to simplify ordering procedures.

As I mentioned earlier hard copy print-outs from microfiche may also be ordered from our library, especially useful for out-of-print publications. In either case, you should be able to expect your order to be on its way to you a week to 10 days from receipt of your payment. For those of you interested in microforms of publications before 1968, a list of the various federal and commercial suppliers and what they offer is appended to this article.

So far, I would have difficulty describing the demand for Census Bureau microfiche as impressive. From 1968 to early 1975 the National Technical Information Service sold well over 50,000 census microfiche, but it turns out the great majority of those fiche were generated for only 28 orders: 17 ordered the full set of reports comprising 2,637 fiche, and 11 ordered a smaller set of 582 fiche. Orders received by the census library have been running only a few a month.

Actually the library experienced a dramatic upsurge in inquiries just last month. That might be associated with two events. In October we held our second workshop for librarians and these have been the first groups we have told about our microfiche services. Then the October issue of *Data User News*, our monthly newsletter, told a larger audience about this service. To say the least, our microfiche marketing program prior to a couple of months ago was far from aggressive, nor was it effective.

We hope this will change. We did make up a lot of order forms for 1970 census microfiche, but it is entirely possible that we didn't send those order forms to the right people. Future Census Bureau Catalogs will give more prominent treatment to microfiche. A simplified pricing policy may assist our marketing effort. We expect to promote more aggressively in the near future the role of microfiche and hard copy from microfiche for use in lieu of the increasing number of out-of-print publications.

Two practices certainly reduce demand for microforms. Government Depository Libraries receive free copies of government publications they want, but current arrangements do not allow them to elect to receive microfiche instead. Expensively printed books are free but inexpensive fiche will cost them money, albeit not much, so you know what most librarians are choosing. Another practice which we may have more control over is that we do not currently offer a subscription service for microfiche of all census publications in particular series.

We expect the demand for microform products to increase. We recently completed a prototype survey of business users of statistical information. Due to the pilot nature of this survey, which was essentially a feasibility study for a larger scale survey, the results are based on a small sample and are limited in their generality. Preliminary results do, however, tend to confirm the intuitive notion that larger firms are more likely to use microforms and to have microform reading equipment than smaller firms. And, among the respondents who indicated they were using microforms, most indicated they expected their use of microfilm and microfiche to increase, and hence, presumably their receptiveness of future statistical publications on microform.

Our marketing practices on microfiche will improve to meet your needs if you, especially you in the library community, will let us know what you perceive your needs to be. I currently head a task group on publication policy for the 1977 Economic Censuses and we will be making decisions on the priority of microform output from that data base. Not everyone in that task group is yet convinced that there is really demand for microforms. We would do well to hear from serious prospective users. Subscription systems or depository library privileges are not likely to come about unless microform users communicate their needs. There should be ways of cutting down the two month lag time between publication and availability of microfiche, given sufficient demand. We could also benefit to hear from users who advocate a particular kind of internal indexing on the fiche themselves.

We can help you if you let us know. Let us hear from you.

**Appendix A**

**United States Census Publications in Microform**

A list of agencies and publishers known to the Bureau of the Census Library Staff as of October 1975, to have microform copies available for sale to the public.

*Decennial Censuses*

1790-1890

Publications Sales Branch (NEPS)
National Archives (GSA)
Washington, D.C. 20408

Publications of the Bureau of the Census, 1793-1917. This set includes the publications from the first eleven censuses, 1790-1890, and a publications list issued in 1917.

The *Catalog of National Archives Microfilm Publications*, published in 1974, identifies the 42 rolls of this set as T825 of Record Group (RG) 29.

Format: Positive microfilm — 35mm.

1790-1970

Research Publications, Inc.
12 Lunar Drive
New Haven, Connecticut 06525

United States Decennial Census Publications, 1790 to 1970. Includes population and non-population reports issued as a part of each of the decennial censuses.

*A Guide to the Microfilm Edition of United States Census Publications* serves as a bibliography and reel index.

Format: Positive microfilm — 35mm.

1960

Population Division
Bureau of the Census
Washington, D.C. 20233

1960 Censuses of Population and Housing. Includes PHC(1), Census Tracts; Population, Volumes I through III; Housing, Volumes I through VII.

A Microfilm Order Form lists prices for paper copy of the individual reports.

Format: Paper copy microfilm.

1970

Bureau of the Census
Library
Washington, D.C. 20233

1970 Censuses of Population and Housing final reports.

Price quotations furnished upon request.

Format: Microfiche.

*Other Publications*

Greenwood Press, Inc.
51 Riverside Avenue
Westport, Connecticut 06880

United States Census Publications, 1820-1945 (Exclusive of Decennial Census Publications). Based on entries in Part 2 of United States Library of Congress. Census Library Project. *Catalog of United States Census Publications, 1790 - 1945.*

A checklist with schedule of prices is available.

Has in process United States Census Publications, 1946-1967 (Exclusive of Decennial Census Publications).

Format: Microfiche.

Congressional Information Service (CIS)
4720 Montgomery Lane
Washington, D.C. 20014

Census publications listed in the *American Statistics Index 1974 Annual and Retrospective Edition* and its *Supplements*. Includes publications from the 1970 decennial census and other publications beginning largely in 1973.

Format: Microfiche.

Readex Microprint Corporation
101 Fifth Avenue
New York, New York 10003

Census publications listed in the *Monthly Catalog of United States Government Publications*, 1958 to date.

A catalog and price list is available.

Format: Microprint.

Bureau of the Census
Library
Washington, D.C. 20233

Census publications containing final data issued January 1968 and subsequently. Some series (e.g., Working Papers, Technical Papers, P-Series) are available from date of origin. Beginning with the 1973 reports, each census publication has been filmed as issued.

Price quotations furnished upon request.

Format: Microfiche.

**Appendix B**

**Unpublished Census Data in Microform**

The following 1970 census files are available on computer output microfilm. Further information may be obtained

from the Customer Services Branch, Data User Services Division, Bureau of the Census, Washington, D.C. 20233.

*Master Enumeration District List.* List of all states, counties, county subdivisions (townships, etc., or census county divisions), places (cities, villages, unincorporated places, etc.,) enumeration districts and block groups in hierarchical order, along with 1970 population and housing counts and the codes used for identifying areas on 1970 census summary tapes.

*First Count Microfilm.* Display of numbers from First Count summary tape, providing complete count data (age, sex, race, family type and relationship, basic housing unit characters) for states, counties, county subdivisions, places, enumeration districts (ED's) and block groups (BG's). Only source of data for ED's or BG's other than computer tapes. Documentation required for reading.

*School District Microfilm.* Same summaries as for First Count microfilm, for all school districts as defined in 1970.

*MCD/CCD Microfilm.* Broad range of census statistics (complete count and sample data) for counties and county subdivisions (minor civil divisions — towns in New England, townships, etc., and census county divisions). Only source of data based on sample (income, education, occupation, etc.,) for MCD's/CCD's other than computer tapes.

*Household Income Special Tabulations.* Tabulation for each SMSA, county, and place of 25,000 of households by tenure and race of head, household size, and household income.

Selected unpublished data from the 1960 census are also available on microfilm (35mm). These include data for census tracts, wards in cities of 25,000 inhabitants or more, places, minor civil divisions, and enumeration districts in selected states. These data are described in *Data Access Description* No. 35 "1960 Census of Population and Housing: Availability of Published and Unpublished Data," available on request from the Data User Services Division, Bureau of the Census, Washington, D.C. 20233.

One commercial source, the National Planning Data Corporation, 20 Terrace Hill, Ithaca, New York 14850, offers microfiche and microfilm of First Count data, described above, in a form easier to use than the Census Bureau's microfilm of those data. NPDC also has some Second and Fourth Count data for selected areas on microform.

## *bibliographic control*

*robert grey cole*
assistant to the dean of library affairs
southern illinois university
carbondale

Until adequate bibliographical control is established for micropublications all other efforts toward the effective utilization of microforms in libraries will be either frustrated or wasted. No matter how fine an environment is created for reading microforms, no matter how precise the standards of production, and no matter how important the information in microform, if adequate bibliographic control is lacking, patrons of libraries will not read microforms simply because they will never know what is in them. Most people have a pattern which they follow when seeking information in the library — for instance, first consulting the card catalog, then periodical indexes, and finally reference books. They usually do not digress much from this pattern no matter what the subject of their inquiry. If microforms are not included in these sources, they will be missed. Recent studies in the library literature have clearly indicated that people consult those resources which are most easily accessible. The more difficult it is for one to obtain a certain work, the less likely he is to seek it out. If it takes extra effort to find microforms, then they will not be used. It is also true in libraries that the less people use a particular form of information, the less they want to use it. This phenomena is especially applicable to microforms because of the need to use a reader, the difficulties often encountered in obtaining copies, and the restrictions placed on the pa-

tron's mobility. Consequently the farther we remove microforms from the normal channels of bibliographic access within each individual library, the more we insure that those microforms will not be utilized. If most microforms do nothing but gather dust on library shelves, librarians will be reluctant to buy them and the market for micropublications will remain unnecessarily limited.

There is disagreement among librarians as to just what constitutes adequate bibliographic control of microforms. Some people would argue that if it is possible to determine by any means that a particular micropublication is in a specific library, then bibliographic control exists. While this might be true if a person knows exactly what he is after and has a good reference librarian to help him, I think that adequate bibliographic control of microforms should mean that when all library materials are divided into their generic bibliographic formats — that is, monographs, serials, documents, manuscripts, etc., — materials in microform are as equally accessible as paper materials of the same type. This definition would require that if paper monographs are fully cataloged, then monographs in microform should also be fully cataloged. If paper federal documents are not cataloged, but rather are bibliographically recorded in a check-in file, then documents in microform should be entered in that file also. If there is a computer print-out of serials in the library, then microform serials should be included in it. The print-out should contain both those periodicals for which the library has current subscriptions and the titles in such large collections as the Early American Periodicals Series. Knowledgeable writers on the problems of bibliographical control of microforms have been advocating this same basic concept for nearly forty years. Articles written on the subject in the 1930s and early 1940s by Keyes Metcalf, Ralph Carruthers, Wyllis Wright, and Herman Fussler all stressed two primary considerations: first, if bibliographic control were to be established for microforms, professional librarians would have to shoulder the burden; and second, if the job were to be done effectively, microforms would have to be treated the same as other materials in the library.[1] However, despite the exhortations of those experts, the infrequent surveys of actual library practices during the period between 1935 and 1950 revealed that only a few libraries were giving microforms full cataloging or any other bibliographic control comparable to the treatment of paper materials.

A number of reasons have been offered for why libraries did not catalog microforms or otherwise include them in their normal bibliographic channels during this early period when the volume of micropublishing was small and the number of titles being added to any one library would not have overwhelmed its staff. The first reason is that since microforms were new, there were initially no established rules for cataloging them, and thus some libraries decided to set microforms aside and wait until standard procedures had been formulated. Unfortunately some of these libraries are still waiting. Next, in many libraries the first microforms acquired were copies of rare books or manuscripts. These items had an aura of bibliographic mystery about them which made it easy to decide not to try to put them into the card catalog. Instead, frequently the microform collections were made an annex to the Special Collections Department which often had bibliographic files that were separate from those of the rest of the library. Thus, an early impression was formed in the minds of many librarians that microforms were little used, esoteric materials that only the highly trained specialist would be seeking. Since these people would be sophisticated enough to ask a librarian to help them find their needs, there seemed to be little reason to provide detailed bibliographic access to these materials. A third reason for not cataloging microforms is that many of the early films had insufficient internal bibliographic identification which made cataloging them very time-consuming. Thus catalogers were forced by the pressures of their backlogs either to ignore microforms or else only give them cursory treatment. Finally, since microforms made it possible for libraries to acquire large collections of valuable materials which they had wanted for years, they bought them, even though they knew they could not properly process the titles bibliographically. While no one that I can find, has ever had the temerity to advocate in print the notion that microforms should be bibliographically ignored, for a variety of reasons many libraries have done just that. Moreover, since librarians did not voice great concern over the lack of bibliographical control of microforms, micropublishers continued to produce ever larger collections with insufficient or nonexistent bibliographic access.

During the 1950s the boom in micropublishing began in earnest. The library literature of the period encouraged this development with numerous articles on how microforms could be used to expand collections inexpensively while saving space. However, no more attention was paid to bibliographic control of these collections than had been in the past. By the end of the decade an obvious crisis had arisen. About this time, the Association of Research Libraries sponsored a study by Wesley Simonton to develop a comprehensive mechanism for bringing scholarly materials in microform under bibliographic control and to study the problems that would

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[1] Keyes D. Metcalf, "Care and Cataloging of Microforms" *American Library Association Bulletin* 31 (February 2, 1937): pp 72-74.

Ralph H. Carruthers and Wyllis E. Wright, "Library Methods of Handling Microfilm," *American Library Association Bulletin* 32 (June 1938): pp. 395-397.

Wyllis E. Wright, "The Cataloging of Microfilm," *Library Journal* 63 (July 1938): pp. 530-532.

Herman H. Fussler, "Some Implications of Microphotography for Librarians," *The Journal of Documentary Reproduction* 2 (September 1939): pp. 194-196.

have to be solved before such a mechanism could be implemented.[1] Mr. Simonton produced what is undoubtedly the finest study on the subject to date. His report included three primary recommendations. First, he noted that "internal bibliographic control, that is the controls provided by the bibliographic information included on the microform itself," were almost universally insufficient. Simonton pointed out that the main reason for the lack of effective internal bibliographic controls was that microreproductions were prepared by "people uninterested in or unaware of the information which should be included" on them. As a corrective he recommended that the following items should always be included on each microreproduction:

1. An eye legible brief bibliographic citation for each item on the microform.
2. A full bibliographic citation prepared according to some standard cataloging rules. If this had been done with every microform produced, since Simonton's study, we would not have the problems we do today with bibliographic control. This procedure would essentially have been cataloging in publication, and it would not have been that difficult to implement. For instance whenever a library copied a book, they could have included a frame containing their own catalog cards for it. Moreover, if micropublishers had obtained copies of the cataloging from the libraries from whom they borrowed the materials for their large collections, then they would not have had to produce secondary bibliographic guides to the collections later.

In addition to these two basic items, Simonton suggested that additional notes be included on each microform: the reduction ratio used; the intended location of the master film; the location of the original material; contents or gaps; reference to a separate index or description of the material; any necessary statements concerning literary rights, provenance, restrictions on use, etc.

Second, if bibliographical control of microforms were to be improved, Simonton argued that they would have to be cataloged. In order to facilitate this he recommended that libraries adopt the facsimile theory of cataloging copies of paper books in microform as opposed to the edition theory. This is essentially the stance taken in the *Anglo-American Cataloging Rules*.[2]

Finally, Simonton recommended that a new bibliographical record be established which would be devoted to listing those titles for which a master negative exists. He thought this list should be a compilation of serials, newspapers, separately published monographs and manuscripts in microform held by libraries or produced by micropublishers.

The Association of Research Libraries endorsed Mr. Simonton's report and most of his recommendations were adopted by official groups. However, once they were adopted, little was done to insure that they would be widely implemented. Most of his suggestions for information that should be contained on microform to provide internal bibliographic control were included in ALA's *Microfilm Norms*.[3] However, one will look far and wide before he will find a microform containing a full bibliographic description. As stated before, Simonton's recommendations on cataloging were adopted into the *Anglo-American Cataloging Rules*, but still very few libraries gave full cataloging to microforms. In 1965, the Library of Congress established the *National Register of Microform Masters* in order "to provide a complete listing from which libraries might acquire prints when needed and thus avoid the expense of making a new master."[4] Moreover, it could serve as a finding tool for those interested in locating particular materials in microform. Unfortunately, the *National Register* initially had a very clumsy format and before the needed improvements could be made, many libraries had apparently decided it was a lost cause. Felix Reichmann has estimated that only 20 percent of all libraries report their microform masters to the *National Register*, and a quick survey of the microform evaluations in *Microform Review* indicates that only a slightly larger percentage of micropublishers report.[5] Thus, although the apparatus for implementing the Simonton recommendations was established, libraries and micropublishers failed to support these efforts.

During the 1960s the crisis in bibliographical control of microforms became a catastrophe. This was the period during which it was not uncommon for a library director to receive significant sums of federal funds on May 15 which he was told to spend by the end of June. Large microform collections were an ideal way to spend lots of money for valuable materials with just one easily and quickly processed invoice. Once again little or no thought was put into how these collections would be bibliographically recorded once they were in the library. At the end of the decade the Association of Research Libraries sponsored another study, this one funded by the Office of Education, which was to determine "the elements of an effective system of bibliographic control of microforms which would permit the expeditious selection, acquisition,

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[1] Wesley Simonton, "The Bibliographical Control of Microforms," *Library Resources and Technical Services* 9 (Winter 1965): pp. 35-42.

[2] *Anglo-American Cataloging Rules: North American Text*. Chapter 6 (Chicago: American Library Association, 1974): pp. 108-109.

[3] American Library Association. Copying Methods Section. Library Standards for Microfilm Committee. *Microfilm Norms: Recommended Standards for Libraries* (Chicago: ALA Reference and Technical Services Division, 1965), p. 21.

[4] Felix Reichmann, "Bibliographical Control of Microforms," *Microform Review* 1 (October 1972): p. 206.

[5] Ibid.

*cataloging, and use of micropublications."[1] After an exhaustive study of the literature on the subject and having surveyed hundreds of American libraries and scholarly organizations, the project directors, Felix Reichmann and Josephine Thorpe, concluded that bibliographic control of microforms could be established if the following steps were taken:*

1. *The Library of Congress would have to give high priority to the cataloging of microforms. Microforms should be included in the MARC project and presumably in the Cataloging-in-Publication project as well.*
2. *Librarians should publish more papers and speak more often on the importance of assigning adequate manpower to the processing and servicing of microforms.*
3. *Somewhat contradicting their arguments for including microforms in the MARC project, Reichmann and Thorpe argued that libraries could not afford to file the series analytics for large microform collections because the costs involved would more than offset the savings gained by purchasing the materials in microform. Therefore, they recommended the creation of an additional national bibliographic tool which would fully index microform series. They thought this should be a machine-readable index that could be frequently updated and which could supply each library with a complete listing of all the series it owned. They suggested that the index should provide a variety of access points, such as author, title, subject, or series entry. They further suggested that a special machine be developed for this index which would be a combination of microfilm and computer and would be capable of furnishing indexes in tape, microfilm, or book form.*
4. *Reichmann and Thorpe next suggested that more efforts be extended towards supporting the National Register of Microform Masters. They felt the Library of Congress should engage in a major publicity campaign to explain the objectives, scope, and uses of the National Register. Moreover, they suggested that the Library of Congress identify departments and individuals in American libraries, and presumably, all micropublishing firms who were responsible for reporting to the National Register and that systematic contact be maintained with these people.*
5. *One of Reichmann and Thorpe's major suggestions was that a national microforms agency should be established which would set standards for both production and bibliographic control of microform publications. It would evaluate all forthcoming microforms and promote the proper processing and servicing of microform collections. They also called for an up-to-date international microform bibliography and a directory of microform publishers. Both of these suggestions of course have been satisfied by the new publications from Microform Review: MTLA: The Micropublishers' Trade List Annual, International Microforms in Print: A Guide to Microforms of Non-United States Micropublishers, and by the Microform Market Place: An International Directory of Micropublishing.*
6. *Next Reichmann and Thorpe pointed out that provisions should be made in the copyright legislation for protection of original micropublications in microform.*
7. *Finally they recommended that all their suggestions be pursued internationally so that bibliographic control of microforms would be worldwide.*

*Although the Reichmann-Thorpe study contained a number of good recommendations, the first published report was poorly organized and insufficiently documented, and thus, it was highly criticized by its reviewers. Subsequently, no great attention was given the report by the library world, and very little has been done to follow up on the recommended courses of action.*

*So, at present there is no agreed upon system for establishing bibliographic control of microforms. Both librarians and micropublishers are paying a heavy price for the lack of bibliographic control. Because microforms have not been cataloged and because no adequate comprehensive indexing of any sort has been provided for them, the burden of informing library users of the availability of microform collections has fallen on reference librarians. These already overworked people have done what they could to facilitate access to their holdings in microform. A number of them have prepared special indexes and cooperative catalogs for microforms, but they know and acknowledge that these guides are not the answer to the problem. No matter how energetically they promote the use of these guides, the reference librarians are fighting a losing battle simply because people do not seek information by format. The preparation of these guides and the extensive searching these librarians must do to service microforms takes an inordinate amount of time that could be better spent in other pursuits.*

*An unnecessary strain also is being placed upon interlibrary loan facilities as people request materials on loan which they already have in their own libraries in microform, but can not find. Moreover, these patrons*

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[1] Felix Reichmann and Josephine M. Thorpe, *Bibliographic Control of Microforms* (New York: Columbia University Press, 1972), p. 3.

## The user's point of view


[redacted]


[redacted]

## F. Program of Work and Priorities

10. At the beginning of each program year, in consultation with the Sales Section, Publishing Division, and the Reproduction Section, Publishing Division, a work program is established for execution during the year. In drawing up a program the following factors are taken into account:
    (a) level of available budgetry resources;
    (b) requirements of the sales program;
    (c) staff availability for the preparation of the material for filming;
    (d) capacity available in the Reproduction Section.

11. Materials are converted to microform according to the following priorities:
    (a) Microfiche.
        Priority 1. Documents and publications falling under the scope of UNDIS.
        Priority 2. Official Records; volumes of the United Nations Treaty Series: titles required for the sales program.
        Priority 3. All other materials (see paragraph 8 above).
    (b) Roll-film.
        Priority 1. Texts in Arabic and Chinese.
        Priority 2. Periodicals and mimeographed materials not included in the scope of UNDIS.
        Priority 3. All other materials (see paragraph 9 above).

12. The production targets set for each of the program years during the period 1974 to 1977 are as follows:
    (a) Microfiche.
        (i) Masters containing texts of documents issued currently. 8,000
        (ii) Masters containing texts of documents issued in previous years (back files). 7,000
        (iii) Total masters per year. 15,000
        (iv) Approximate number of pages of text reproduced in microfiche form. 750,000
        (v) Number of silver halide duplicates. 75,000
    (b) Roll-film.
        (i) Master reels (original negative). 75
        (ii) Duplicate reels (positive copy). 75
        (iii) Approximate number of pages of texts reproduced in roll-film. 600,000

## G. Outline of Major Processing Steps

13. The processing flow for the reproduction in microfiche is as follows:
    (a) Material is assembled, inspected, collated, and prepared for filming by the Microfiche Subunit of the Processing and Microforms Unit, Computer Operations Section.
    (b) After all preparatory work and the drafting of instructions for processing have been completed, the material is sent for filming to the contractor, who maintains a filming facility on library premises.
    (c) The preparation of title headings and filming is done on equipment provided by the contractor (a step-and-repeat camera is used for filming) and by contractor's personnel.
    (d) Processing of the exposed film and duplication in silver-halide, colour-striped microfiches is done away from headquarters by the contractor, according to the instructions supplied for each item by the library staff.
    (e) Five sets of duplicates, contained in colour-coded envelopes according to the language of the text, are shipped by the contractor to the library at recurrent intervals. (Sets of duplicates for sale are sent directly by the contractor to the Sales Section.)
    (f) Upon receipt, the quality of the duplicates is spot-checked. (Defective material is returned to the contractor for replacement.) The five sets are distributed as follows:
        —Set No. 1: to the Microfiche Subunit, where it is filed by microfiche number and used for fiche-to-fiche reproduction and for control purposes.
        —Set No. 2 and No. 3: to the Documents Reference and Collections Section, Documentation Services Division, where they are filed according to document symbols and are made available to users for reading, or used for enlarged copying.
        —Set No. 4 is shipped by pouch to the United Nations Library at Geneva, for use in the Geneva office.
        —Set No. 5 is sent to the Documentation and Terminology Section of the Translation Division, Department of Conference Services, where it is used to support the research needs of translators.

14. The processing flow for the reproduction in roll-film is as follows:
    (a) Material is assembled, collated, and prepared for filming by the Microfilm Subunit of the Processing and Microforms Unit, Computer Operations Section.
    (b) When sufficient material has been accumulated for the production of one reel of film, processing instructions and a list of documents included in the reel are prepared. Then the material is sent for filming to the Reproduction Section, Publishing Division, Department of Conference Services.
    (c) The Reproduction Section produces, on the filming equipment available in the unit, a master negative. (A rotary camera is used for the purpose.) A positive copy is also produced for reference use.
    (d) Both master negative and positive copy are sent to the library where they are filed in separate files and cross-reference cards from document symbols to reels are prepared. The reels are maintained in a separate collection in the Documents Reference and Collections Section. The positive copy is made available to users on the premises for reading. The negative master is used for enlargements and for the production of additional positive copies for sales purposes and upon request from the Sales Section.

**H. Availability of Products and Servicing Arrangements**

15. Complete sets of microfiches containing texts of the Official Records (in English, French, Spanish, and some Russian), of the Treaty Series and of selected yearbooks are available for sale from the United Nations Sales Section in New York. An updated list of the series available for sale is prepared each year.

    Official users can obtain the materials available at 50 percent discount on the price charged to other users. Orders must be prepaid. Normally, delivery of prepaid orders takes about three months from the date the order is received.

    Copies of microfilms are also available from the Sales Section. Lists of the microfilms produced up-to-date are available from the Documentation Services Division of the Headquarters Library.

16. Diazo copies of microfiches of single documents are available from the Documentation Services Division. Copies are supplied free of charge to internal users. Official users (government agencies, staff of permanent missions, and of delegations to organizations in the United Nations system, press correspondents accredited at headquarters, United Nations depository libraries, and organizations in the United Nations system) may obtain copies at the following conditions:
    —up to 10 copies free of charge; more than 10 copies, $U.S.1.00 per document. (A document may be contained in one or more microfiches.)
17. Also available from the same source are enlargements of single pages from microfiche and/or roll-film. Enlargements are supplied free of charge to internal users. Official users may obtain up to 10 pages free of charge; more than 10 pages are supplied at a charge of $U.S.0.15 per page.

# *revised microform procurement standards**

**Part I: Human Factors**

1. General.
    a. In this document, the term reader also refers to a reader-printer, and the term microform includes microfilm, microfiche, and micro-opaque.
    b. The reader should be sturdily constructed and capable of withstanding hard usage. Controls, especially gears, should be made of high-quality materials.
    c. The reader should operate on standard 110-120 volts AC, 60 cycles. The electric connection

*Prepared by the California State University and Colleges Library Microfilm Committee. Chairman: Ernest W. Toy, University Librarian, California State University at Fullerton. The Standards appeared in *Microform Review*, April 1975. They are reprinted by permission of the Committee and *Microform Review*.

of the reader should fit a standard outlet.

d. A portable reader should be lightweight and trimly designed, with a carrying handle securely fastened to the machine. Durability is a particularly important consideration in a portable reader.

e. When in use, the reader should create a minimum of noise from the operation of motors and fans.

f. All reader lenses should be coated.

2. Instructions.

a. Instructions should be simple, with nontechnical diagrams explaining loading, unloading, and operation.

b. Instructions shall be printed on each reader or on a plate attached to the reader. Information indicating the proper orientation of the microform to the reader is helpful and should be required.

3. Loading and Unloading.

a. The process of inserting and removing microforms should be simple to accomplish and easily understandable after the initial instruction.

b. Loading shall be external to the reader and the reader so designed that all loading apparatus is free of obstructions to the hands. Ideally, the user should be able to load and unload the reader while seated. Take-up reels shall be affixed to the reader by a mechanical locking device which can be removed for maintenance.

c. Inserting and unloading a microform must be possible without scratching or damaging it.

4. Controls.

a. All controls shall be clearly visible, labeled, and readily accessible from an operator's normal viewing position.

b. The user should be able to manipulate the controls without significantly changing his position at the reader. The controls should require a minimum of effort — physical and mental — to operate. They should advance and reverse the microform smoothly and evenly. Motorized controls should have no less than two speeds, a fast forward and a scanning speed. The clutch or brake device on readers with motorized controls should be guaranteed to operate in such a way that it does not damage film under normal operating conditions. All machines shall have manual controls for positioning the film, including the ability to rotate images through 180° in both directions.

c. There should be mechanical control of carrier motion and image location. Direct manipulation of the microform is not acceptable.

d. For fiche readers, the ability to indicate row and column coordinates of the image projected on the screen is highly desirable.

5. Screen.

a. The screen shall be made of unbreakable or shatterproof material. It shall be resistant to scratching, and the coating shall resist cracking or peeling. The screen shall be accessible for cleaning and shall have a nonglare and, except for opaque screens, nonreflective surface. Screens shall not be excessively directional.

b. A lightly tinted screen is desirable to minimize eyestrain, although it is recognized that the tint may interfere with the fidelity of color film. Green is the preferred color tone of the screen, although gray is acceptable. Adjustment of room illumination can compensate for unsatisfactory screen tint.

c. The screen shall be large enough to permit the display of the full width of a page of text of a book or periodical.

d. The screen shall be in the normal sight line of the average-sized operator when he is seated before it and shall permit the operator to adopt a natural reading position.

e. The best screen angle and distance between the viewer and the screen will vary among users. Ideally, the screen angle should be adjustable to allow for individual differences. A screen angle of 75° to 80° is recommended. Perpendicular screens are not acceptable.

6. Image.

a. For ease in viewing, the projected image shall be at least the approximate size of the original. The quality of the projected image should compare favorably with the original document. Image resolution for small screen readers (not exceeding 12 inches in any direction) shall be at least 3.6 lines/mm in the screen corners and for large readers not less than 3.2 lines/mm in the corners measured using NBS.1010 microcopying test charts.

b. The image shall be legible under all likely ambient lighting conditions.

c. The image shall remain in focus while the film is in slow motion or stationary following a change in frames.

7. Luminance.

a. A reader designed for ambient light of 275 ± 10 lux (30 ± 1 ft. candles) shall have a minimum screen brightness of 109 candelas/sq. meter

(32 ft. lamberts) at the center of the screen, a fall off at the corners for small-screen readers (screens not exceeding 12 inches in any direction) or not more than 75 percent, and a fall off at the corners of large-screen readers of not more than 90 percent, as measured by the American National Standard Method for Measuring the Screen Luminance of Microform Readers with Translucent Screens, PH5.10-1989.

b. Ideally, the illumination should be adjustable to permit a user to dim or brighten it in order to adjust for ambient lighting or individual preference.

8. Adaptability.
   a. Quality shall not be sacrificed for the sake of versatility.
   b. A reader should accept several sizes of a given type of microform:
      — Microfilm: 16 and 35mm
      — Microfiche: 3 × 5 and 4 × 6 inches
      — Micro-opaque: 3 × 5 and 6 × 9 inches
   c. Variable magnification is desirable. The method for changing from one magnification to another shall be simple and provide for the security of the lenses.

9. Maintenance.
   a. The design of the exterior of a reader is an important factor in keeping it clean. A machine with multiple surfaces will catch and hold dust, which in turn can damage the machine and the microform. Therefore, readers shall be easy to clean, maintain, and repair. Simple instructions and diagrams explaining the construction, cleaning, and repair, plus recommendations for maintenance, shall accompany each reader.
   b. Maintenance and repair service of microform equipment shall be guaranteed by the manufacturer.
   c. Lenses and all glass surfaces shall be easily accessible for dusting with a camel's hair brush.
   d. The lamp shall be readily accessible to maintenance personnel for changing, simple to replace, fit readily into its socket, and have a long life expectancy. *Proprietary systems of illumination shall be avoided.*
   e. For reader-printers, standard maintenance operations (such as changing paper, replenishing chemicals, and removing and cleaning the printing mechanisms) shall be simple to perform.
   f. Coin receptacles on coin-operated reader-printers shall remain secure when machines are opened to replenish paper supplies and to accomplish other maintenance work.

10. Safety.
    a. The machine shall conform to all UL (Underwriters Laboratory) and other safety requirements, such as the following:
       —The reader shall be stable on its base.
       —No external part of the reader shall exceed 125°F (52° Celsius) during machine operation. Temperature of the film gate shall not exceed 167°F (75° Celsius) during machine operation.
       —All surfaces, corners, and edges shall be free of burrs and rough spots.

11. Environment.
    a. The ideal environment for reading microforms in a library is a carrel for each reader with individual light control and a facility for both vertical and horizontal positioning of the machine. The reader should be mounted on a surface no higher than 28 inches.
    b. Prospective purchasers of microform readers should consider how much surface area the reader occupies on the table or desk, since there should be enough work space at each machine to accommodate books and the taking of notes. A pull-out shelf can add to available space.
    c. Ambient light control is required. Ideally, room lights should have a dimmer control. Dim light is best for viewing, since a blackened room can contribute to eyestrain, while a fully lit room can interfere with the contrast on the screen. Direct window light should be avoided.
    d. Reading room areas should be adequately ventilated for safety and comfort.

**Part II: Acquisition of Microforms and Microform Equipment**

1. The libraries will limit the purchase of microform reading equipment to that which is designed primarily to operate between 16× and 24×. For machines providing additional magnification capability, libraries may select an auxiliary magnification in the 42×–48× range to accommodate COM output. Libraries will avoid the acquisition of microform materials produced at a higher reduction ratio than 48× until such time as industry-wide standard reduction ratios are established and acceptable to the library directors.
2. The libraries will not purchase large microform sets or collections unless the publisher of such sets will:
   a. guarantee in writing that the material is fully indexed;

b. offer to the purchasing library full bibliographic information for *all separate units* within the microformed collection;
c. guarantee that each reel or cassette pertaining to such collection will have content labels attached to each box or cassette; and
d. provide bibliographic information that conforms to Anglo-American cataloging rules.

3. The libraries will, where a choice of microforms exists, purchase the materials in microfiche and/or 35mm roll-film depending upon the content of the material filmed, provided that the microfiche shall not be larger than 4 × 6 inches in size.
4. For silver-gelatin films used for masters and archival types of storage, CSUC libraries will purchase only film conforming to ANSI standard PH.1.28-1973 for permanent record film on Cellulose Ester base and ANSI standard PH.1.41 for archival record films on polyester bases. For nonarchival films in the working collection, other types of film with a reasonable working life, such as diazo and vesicular films that have been proven not to emit destructive chemicals under normal library storage conditions, are acceptable.
5. Microform materials will not be considered for purchase unless data are provided by the vendor on reduction ratios, image format, and film type.
6. The library directors will request funds in the next budget cycle for their institutions to acquire equipment which will quickly and inexpensively duplicate microfiche for the benefit of patrons. This policy is made in recognition of these advantages:
   a. Microfiche resources could be made available to more patrons.
   b. The integrity of the microfiche collection could be better protected and preserved.
7. The libraries will phase out all purchases of roll microform which appear on 16mm film and limit purchases of such microform materials to those which are available on 35mm film.
8. The libraries will abandon the purchase of microopaque cards and microprint except where necessary to complete sets to support academic programs because reliable and inexpensive printers for these materials are not available.
9. The California State University and Colleges will use every opportunity to urge micropublishers who produce micro-opaque materials to make these materials available in microfiche form.
10. Standards for the acquisition of microforms and microform equipment shall be reviewed by the Council of Library Directors at least every third year from the adoption of this policy.

# bibliography on government publications in microform


*geneve fox*
*doctoral student*
*graduate library school*
*indiana university*
*bloomington, indiana*


The plan for this bibliography included review of relevant literature related to government publications in microform, on micrographic techniques, on government producers and distributors, and the activities of various groups working to improve microform management in libraries.

The material seemed to divide naturally into two parts: a selected list of references on micrographics including some on government micropublishing; and a selected list of reports from the newsletter of GODORT (Government Documents Round Table of the American Library Association), *Documents to the People*. The events recorded in *Documents to the People* are written up from other perspectives in other periodicals, such as *Microform Review*, *LC Information Bulletin*, and others. For the sake of brevity these parallel accounts were not cited.

The bibliography is annotated with some editorializing. I attempted to bring out aspects of special relevance to government publications specialists. To make the paper more useful, I listed only the more accessible sources, preferably those with bibliographies leading the reader to other sources.

## Selected References


AIIM's Advertising of Micrographics Improves Considered. *Microform Review* 4 no. 3 (July 1975): pp. 177-178. Contains the text of the final draft of AIIM's standard ZDM-26-75, "The Evaluation of Microfacsimiles by Inter Image."

Beck, William L. "A Realistic Approach to Microfilm Management." *Microform Review* 2 no. 3 (July 1973): pp. 172-178. Discusses the responsibilities of a micromedia librarian charged with managing a microform collection in a medium-sized college library. Highlights principles involved in bibliographic control, acquisitions, reference services, and public relations.

Benn, Alexander. "Micrographics Management for the Federal Government." *Journal of Micrographics* 8, no. 1 (September 1974): pp. 23-28. Discusses an organization named Federal Government Micrographics Council whose role is to foster better management of micrographics in the federal government and to serve as a forum for federal government employees. The council has members from most federal agencies and strives to reflect the views of the government.

Butler, Brett. "Updating the Reference Room through Microform Supplements." *Microform Review* 3, no. 1 (January 1974): pp. 30-33. Microform technology offers the possibility of keeping reference and other loose-leaf services up-to-date through use of COM.

Fenaughty, A.L. "Demand Printing Revolution in Publishing." *Journal of Micrographics* 6, no. 4 (1973): pp. 201-208. Suggests that it will become economically feasible to custom-print newspapers, magazines, books, and reference data for small specialized groups of readers. This might well have implications for government information.

Harmon, Q.H. "A Service Bureau — How to Select One." *Journal of Micrographics* 8, no. 3 (1975): pp. 135-137. Defines "service bureau" as the term applies in micrographics and suggests questions to ask in selecting one.

Lessing, Laurence. "Microfilm Emerges From Its Dusty Corner." *Fortune* 86 (1972): pp. 140-141, 196-208. Traces the history of microfilm and presents some potential uses for personal micrography.

Lynden, Frederick C. "Replacement of Hard Copy by Microform." *Microform Review* 4, no. 1 (1975): pp. 15-24. Discusses the practical aspects of hard copy conversion to microform including criteria for selecting appropriate materials for replacement, sources for locating suitable film and equipment, and standards for servicing and maintenance of microform products. Also examines space savings and user resistance.

Weintraub, Albert R. "Materials Shortages." *Journal of Micrographics* 8, no. 4 (July 1975): pp. 203-206. The author is manager of the quality control and technical department of the Government Printing Office. Discusses the reasons for materials shortages.

"Micropublishing and the Government Printing Office: Three Viewpoints." *Microform Review* 3, no. 2 (April 1974): pp. 85-90. The viewpoints are those of James Adler, president of the Congressional Information Service, Inc., a spokesman for the Government Printing Office, and Catherine Reynolds, a noted authority in government publications librarianship.

Miller, L. "Micrographic Applications in the Federal Government." *Journal of Micrographics* 6, no. 1 (1974): pp. 3-8. Notes that the United States government is the largest user of microfilm in the world and that the government's willingness to introduce new procedures before their economic justification was fully established was a major factor in the growth of the microfilm industry.

Morehead, Joe. *Introduction to United States Public Documents*. Libraries Unlimited, 1975. Includes background on the Government Printing Office, its computer technology and micropublishing program.

Ramey, James W. "The Human Element: Why Nonprint Managers Turn Grey." *Drexel Library Quarterly* 7, no. 2 (April 1971): pp. 91-126. "Nonprint" in this article refers to media such as films, filmstrips, audiotapes, videotapes, microfilm, fiche, cassettes, and cartridges, etc. Discusses the reasons for passive resistance to all forms of nonprint media.

"Revised Microform Procurement Standards." *Microform Review* 4, no. 2 (April 1975): pp. 80-89. Contains revised criteria for procurement and use of microforms and related equipment from the California state university and college system. Has much information useful to librarians outside the system.

Salmon, Stephen R. "User Resistance to Microforms in the Research Library." *Microform Review* 2, no. 3 (July 1973): pp. 164-169. Discusses a number of studies which indicate that improper production, inadequate bibliographic access, defects in equipment design and poor environments and other factors combine to make the use of microforms inconvenient.

"Specifications for a Duplex Microfiche Reading Machine." *American Documentation* (July 1960): pp. 246-247. Describes a machine that still has not come into existence.

Veaner, Frances D. *The Invisible Medium: The State of the Art of Microform and It Guide to the Literature*. Washington, D.C.: American Society for Information Science, 1972. 022-070-004. A wonderfully well-organized paper in three sections: aspects of micropublication, an overview of equipment, and a select guide to the micrographic literature.

U.S. National Archives and Records Service. *Computer Output Microfilm: Records Management Handbook*. Washington, D.C.: Government Printing Office, 1975. 033-x-0-0-#858-0. The purpose of the handbook is to provide a broad understanding of computer output microfilm (COM). It is especially directed to those in the federal government who have a limited knowledge of computers, micrographics, and information systems. It is intended to provide guidelines in the application, design, evaluation, and use of COM systems.

U.S. National Archives and Records Service. *Microfilming Records: Records Management Handbook*. Washington, D.C.: Government Printing Office, 1975. 033-x-0-0-#858-0. The purpose of this handbook is to provide guidelines on when to microfilm and on how to design a microfilm system, select the microform format that best meets users requirements, obtain quality microforms and operate a microfilm system after its installation.

U.S. National Archives and Records Service. *Microform Retrieval Equipment Guide: Records Management Handbook*. Washington, D.C.: Government Printing Office, 1974. 033-x-0-0-#858-0(74). Not intended to serve as an equipment catalog, nor does it attempt to evaluate any individual manufacturer's equipment. Its basic purpose is to provide a prospective user or purchaser of microfilm retrieval equipment with a basis for comparing available equipment against his requirements to aid in selecting the most appropriate equipment.

Veaner, Allen B. "Micromicrofiche and Microphotoscope Technical Standards: What They Mean to You, the User." *Microform Review* 3, no. 2 (April 1974): pp. 80-84. Discusses the significance of ANSI standards applicable to micrographics and an choice of film stock, processing chemicals, silver gelatin films, diffing research materials, testing archival qualities, and testing legibility and sharpness. Also makes some remarks on promoting standardization.

Wheeler, Harold. *Microfiche 1980*. A User Survey. Arlington, Va.: Air Force Office of Scientific Research, 1969. AD-690 048. An interesting summary of comments elicited from a wide range of users. Supplies a much-needed touch of humor to a subject ordinarily discussed with drastic seriousness.


## Chronological List of Selected References from Documents to the People

These references are arranged chronologically by date of publication. This list does not pretend to include everything relating to microforms from Documents to the People because every aspect of government publications work touches on the subject. However, I think the high points are included.


Microforms Task Force. "Documents to the People." 1, no. 1 (September 1972): p. 11. First report from the Microforms Task Force of ALA GODORT. Mentions a plan for a survey of 2,000 libraries of all types and sizes in the United States and Canada to determine their

# Documents in microform: a selective bibliography

The following bibliography is primarily one of reviews of documents in microform and is therefore intended to be useful for selection purposes. It also includes reviews of some materials that can be considered supplementary to government publications collection and some sets that partially contain document material.

Pollard

*Kill Microfiche Library, 1960-1974, 1974-* Congressional Information Service, 1974- Reviewed in Tony Hannan, 4 *MR* 113 (April 1975).

*American Archives, Johnson Reprint Corp., 1972.* Reviewed by Robert Emry Cubb, 3 *MR* 210 (July 1973).

*CIS Microfiche Library,* Congressional Information Service, 1974- Reviewed by Robert J. Pollard, 1 *MR* 130 (April 1973).

*Complete Congressional Voting Records,* Congressional Quarterly, Inc., 1973- 1961-1974. Reviewed in Lawrence E. Miller, 4 *MR* 194 (July 1975).

*Decisions of Federal Administrative Agencies* also *v.* without Courts in Agency Cases, Pike & Fischer Reviewed in D. Jerome Cogan, 3 *MR* 68 (January 1974).

*Documents Relating to the Military and Naval Service of Blacks* including the Congressional Medal of Honor Files, the Civil War in the Spanish-American War, National Archives and Records Service, 1973. Reviewed by Richard F. Waugaman, 3 *MR* 69 (January 1973).

*Duke Medical Editions of the Proceedings of the United States Congress,* (1789-1970). United States Historical Documents Institute, Inc., 1972. Reviewed by Robert Emry Cubb, 2 *MR* 132 (April 1972).

*Headcount 70,* U.S. Bureau of the Census, State and County Data File, Complete Count Data 1970 (U.S. Census Information, National Planning Data Corporation, Dartmouth Corporation), 1971. Reviewed by Marcia Allen, 1 *MR* 139 (April 1972).

*The Ku Klux Klan Conspiracy,* United States Congress, Report of the Joint Select Committee to Enquire into the Condition of Affairs in the Late Insurrectionary States, AMS Press, Inc., 1950. Reviewed by Richard Lowell, 1 *MR* 218 (July 1972).

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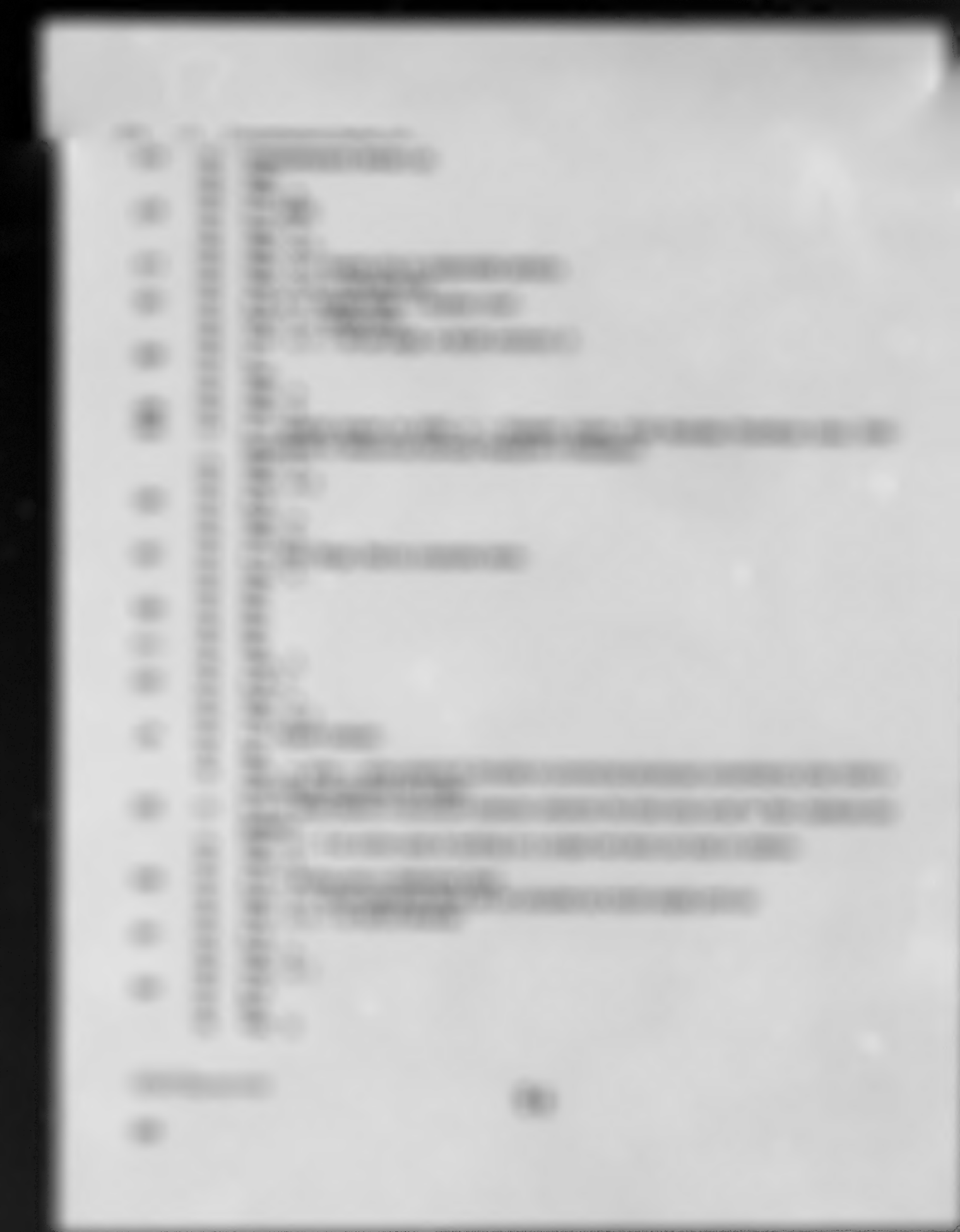
[illegible]

[illegible]

## [illegible]

[illegible]

[illegible]



| | | |
|---|---|---|
| 355 | 14. | a, b, c. |
| | 15. | Yes. a. |
| | 16. | Yes. a, d. |
| 356 | 14. | d — Readers' Guide, Business Periodicals Index. |
| | 16. | No. |
| 368 | 14. | b, c, d — Nuclear Science Abstracts, e — Government Reports Announcements/Index, Scientific and Technical Aerospace Reports, ERDA Reports Abstracts. |
| | 15. | No. |
| | 16. | Yes. ANL staff only — Central Library only. |
| 371 | 14. | a, b, e — Serials department print-out. |
| | 15. | Yes. a. |
| | 16. | Yes. a, b, d. |
| 374 | 14. | b, e — Natural Sciences Dept. has a shelflist; Applied Science & Technology Dept. uses various patent indexes (depository items). |
| | 15. | Yes. b — must be used at the borrowing library only. |
| | 16. | a, b, c, other — allow patents to circulate to commercial photocopy companies, who in turn charge customers for copies. |
| 375 | 14. | d — GRA, NSA. |
| | 15. | No. |
| | 16. | Yes. d. |
| 377 | 14. | a — documents card catalog, b, c. |
| | 15. | Yes. microfilm a, microfiche b — provide first 10 microfiche duplicated free then charge of 10¢ per fiche. Microfiche does not circulate. |
| | 16. | Yes. a. |
| 379 | 14. | a, e — periodical list. |
| | 15. | No. |
| | 16. | Yes. a, c — no charge under 10 copies, d. |
| 382 | 14. | a, b, c — limited edition microfiche, Reference Dept. — Resources in Education (ERIC); AEC & ERDA documents indexed in Nuclear Science abstracts. |
| | 15. | No. |
| | 16. | Yes. a, b, c — for a charge, d. |
| 385 | 14. | a, b, c, d — ADI. |
| | 15. | No. |
| | 16. | Yes. a, b. |
| 386 | 14. | e — computer print-out journal holdings list. |
| | 15. | Yes. a. |
| | 16. | Yes. a — depends on workload, b. |
| 387 | 14. | a, d — Disclosure Index. |
| | 15. | Yes. a. |
| | 16. | Yes. Microfilm — a; microfiche print & card — b. |
| 400 | 14. | a, b, c, d — ASI. |
| | 15. | Yes. b — no entire series as a single loan. |
| | 16. | Yes. a, b. |

See Key to Responding Libraries

## Part II — Holdings Survey

Titles in this list were selected from the *Guide to Microforms in Publication, 1975*. Some titles are those assigned to collections by micropublishers. Some titles are not "documents", and may or may not be so considered by individual libraries. Certain titles from the National Archives are identified by the microfilm number listed in the *National Archives Microfilm Publications Catalog, 1974*.

Titles are listed under two general sections — federal and state. Format and holding library are indicated for each. For serial or periodical titles the years, congresses, or volume numbers held are shown. If continuing subscriptions are maintained an open entry symbol is used. Where respondents indicated "selected" or "scattered" holdings the word "some" has been used for brevity.

This list differs from the questionnaire distributed. The sample entry section is omitted. The titles for which no libraries indicated holdings are omitted and titles added are included. A listing of omitted titles is available on request.

For tabulation purposes identification numbers were assigned to libraries as questionnaires were received. In each format entry the library identification number appears first, followed by an equal sign and the holdings by volumes, etc.

### *FEDERAL*

| *Author-Title* | *Microcard* | *Microprint* | *Microfiche* | *Microfilm* |
|---|---|---|---|---|
| AGING | | | | 371=1951- |
| AMERICAN EDUCATION | | | | 304=1965-<br>371=1964- |
| AMERICAN STATISTICS INDEX | | | | |
| Depository | | | 389=all | |
| Non-depository | | | 389=all | |
| Atomic Energy Commission | | | | |
| Nuclear Science Abstracts | | | | 389=v.1,1948 |
| Unclassified Reports | 368=50,000<br>387=1958-<br>mid '70 | | 368=300,000<br>375=X<br>382=X | |
| Bureau of American Ethnology | | | | |
| Annual Report | | | 385=v.1-81 | |
| Bulletin | | | 385=no. 1-157 | |
| CAPTURED GERMAN RECORDS filmed at Alexandria, Va., indexes | | | | 389=X<br>400=X |
| Census Office | | | | |
| Decennial Census | | | 146=1970<br>169=1970<br>240=some<br>311=1970 | 385=1900-60<br>389=1790-1960 |
| Non-decennial Census | | | 389=1820-1945 | |
| Population schedules of: | | | | |
| Illinois | | | | 382=all<br>90=1830-80<br>98=1840-80<br>348=1830-80<br>351=1820-80<br>385=1820-50<br>379=1820-40,<br>1850-80, some<br>400=1820-80 |
| Indiana | | | | 400=1860 |
| Kentucky | | | | 98=1810-20, some<br>351=1810-30<br>355=1820,v.7-10<br>400=1810-60 |

McLean County
Will, Kendall, Grundy, Kankakee Counties

PART II — HOLDINGS SURVEY, FEDERAL continued

| *Author-Title* | *Microcard* | *Microprint* | *Microfiche* | *Microfilm* |
|---|---|---|---|---|
| New York | | | | 98=1810, some |
| Ohio | | | | 98=1820, some |
| | | | | 400=1820-60 |
| Pennsylvania | | | | 400=1800-40 |
| Tennessee | | | | 379=1810, some |
| Virginia | | | | 98-1820, some |
| Washington, D.C. | | | | 98=1800 |
| Heads of Families, 1790 | | | | 258=X |
| | | | | 400=X |
| CHILDREN (CHILDREN TODAY) | | | | 304=1961-64 |
| | | | | 371=1954- |
| CODE OF FEDERAL REGULATIONS | | | 375=X | |
| Commissioner of Labor | | | | |
| Annual Reports | | | 389=1886-1910 | |
| Congress | | | | |
| AMERICAN STATE PAPERS | | 385=X | | 173, 324, 335, & |
| | | 351=X | | 355=all |
| | | 400=X | | |
| ANNALS OF CONGRESS | | | 162=all | 324, 355, & |
| | | | 389=all | 377=all |
| | | | | 385=X |
| Bills and Resolutions | | 400=1965 | 389=93d Cong. | 324=all |
| | | | 2d Session | 385=1-39th Cong. |
| | | | | 389=1st-72d Cong. |
| CONGRESSIONAL GLOBE | | | 389=all | 90=23-24 Cong. |
| | | | | all at 162, 324, |
| | | | | 354, 355, 377 |
| | | | | 371=1836-73 |
| | | | | 385=X |
| CONGRESSIONAL RECORD | | | | 162=1873- |
| | | | | 281=1957- |
| | | | | 324=all |
| | | | | 354=all |
| | | | | 355=all |
| | | | | 371=1873-10/1964 |
| | | | | 335=years? |
| | | | | 385=v.1-89, 1873- |
| | | | | 389=v.1, 1873- |
| REGISTER OF DEBATES | 374=1824-37 | | 162=1824-37 | 324, 355=all |
| | | | 389=all | 371, 377=all |
| | | | | 385=all |
| PROCEEDINGS | | | 389=all | 324=thru 1974 |
| SERIAL SET | 377=no.1-200 | 351=1789-1865 | 173=1970- | |
| | | 400=thru 40-3d Congress | 324=1789-1871, 1911-13 | |
| | | 385=1- | 389=69th-73d Cong. | |
| Senate. JOURNALS | 374=1789-1909 | | 355=1789-1909 | |
| Journal of the Executive Proceedings | | | 389=1st-60th Cong. | |
| CIS Microfiche library | | | | |
| complete | | | 389=1970- | |
| | | | 173=1970-74 | |
| limited edition | | | 173=1975- | |
| | | | 400=1970- | |
| | | | 382=all | |
| parts | | | 324=1974-[1] | |
| | | | 368=some | |

[1]All committee prints.

## PART II — HOLDINGS SURVEY, FEDERAL continued

| *Author-Title* | *Microcard* | *Microprint* | *Microfiche* | *Microfilm* |
|---|---|---|---|---|
| Hearings and committee prints | | 400=1956-62, 1967-74 | 374=1969-1934[1] | |
| Greenwood edition | | | 389=1-89th Cong. | |
| Greenwood's supplements | | | 374=all | |
| | | | 389=all | |
| Witness index | | | 374=25-89th Cong. | |
| | | | 400=25-73d Cong. | |
| | | | 385=25-77th Cong. | |
| | | | 389=25-77th Cong. | |
| Supp. to 41-73d Cong. | | | 385=X | |
| | | | 400=X | |
| Continental Congress | | | | |
| PAPERS | | | | 382=all |
| | | | | 405=all |
| Foreign letters . . . | | | | 420=X |
| JOURNALS | | | | 400=1774-76 |
| Copyright Office | | | | |
| CATALOG OF ENTRIES | | 400=1958- | | |
| CATALOG OF ENTRIES, | | | | |
| New Series | | | | 389=1908-1945 |
| Third Series | | | | 389=1945-1957 |
| Court of Claims | | | | |
| Cases decided . . . | | | 369=v.1-100 | |
| Department of State | | | | |
| BULLETIN | | | 348=1973- | 98=1947-73 |
| | | | | 156=1955-72 |
| | | | | 356=1939-47 |
| | | | | 420=1939-40 |
| | | | | 389=1939- |
| PAPERS RELATING TO FOREIGN RELATIONS OF THE U.S. | | | 385=1901-42 | |
| | | | 162=1861-1942 | |
| Consular dispatches, by city[2] | | | | 351[3] |
| | | | | 324,[4] 400[5] |
| | | | | 385=T-134 |
| | | | | 387=same |
| | | | | 382=same |
| Diplomatic dispatches, by country | | | | 351[3] |
| | | | | 324,[4] 400[5] |
| | | | | 389[6] |
| | | | | 382=same |
| | | | | 387=same |
| Records relating to internal affairs of . . . | | | | 351[3] |
| | | | | 400[5] |
| | | | | 382=same |
| Records . . . political relations between U.S. and . . . | | | | 400[5] |
| Records . . . political relations between . . . & other states | | | | 400[5] |

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[1]Also: Documented hearings, 23d, 34th-72d Congresses, joint committee hearings, 75th Congress, House committee hearings, 48th-75th Congresses, Senate committee hearings, 48th-75th Congresses, Special Senate committee hearings, 73d Congress.

[2]Reported 12,000 reels in these categories.

[3]Consular dispatches: T-192, T-512, T-426 and T-588. Diplomatic dispatches: T-12.

[4]Consular dispatches: T-503, T-45, T-509, T-512, T-587, T-594, T-119, M-140, T-44, M-159, T-588, T-192, T-193, T-194, T-599, T-197, T-586, T-648, T-587, T-599, M-104, T-471, M-94, T-590, M-154, T-82, T-341, M-139, T-658, T-229, T-455, T-607, T-238, T-306, T-353.

Records . . . internal affairs of : M-514, M-633, M-644, M-510, M-467, M-947, M-589, M-274, M-696, M-622, M-571, M-607, M-692, M-593, M-496, M-588.

Records . . . political relations between U.S. and: M-513, M-648, M-533, M-314, M-466, M-633, M-570, M-608, M-508, M-590, M-572, M-588.

Records . . . political relations between . . . and other states: M-519, M-313, M-949, M-656, M-462, M-609, M-510, M-383, M-573, M-589.

Diplomatic dispatches: T-51, T-30, M-10, T-92, T-33, M-46, T-60, M-76.

Notes from the . . . Legation: T-795, T-160, M-61, T-902, M-73, T-615, T-616, T-89, M-324, M-488, M-624.

PART 6 — HOLDINGS SURVEY, FEDERAL continued

| Author-Title | Microcard | Microprint | Microfiche | Microfilm |
|---|---|---|---|---|
| Notes from the Legation to U.S. to Dept. of State | | | | 458* |
| List of diplomatic officers | | | | 455=M-182 |
| Diplomatic & consular instructions, 1791-1801, | | | | 462=M-33 |
| 1801-1906 | | | | 462=M-77 |
| Commission to Central & South America | | | | 462=T-668 |
| TERRITORIAL PAPERS | | | | 351* |
| EMPLOYMENT SECURITY REVIEW | | | | 334=1954-63 |
| ERIC | | | | + |
| FEDERAL REGISTER | 281=1953-73 | 459=1962-70 | 281=1974 | 65=1960-<br>173=1936-<br>252=1972-<br>350=1936-<br>251=1936-52<br>274=1936-<br>455=1971-<br>350=1937-60 |
| FEDERAL RESERVE BULLETIN | | | | 156=1967-72<br>169=1960-<br>173=1915-30<br>255=1915-23<br>371=1915-16<br>455=1915-36<br>350=1915- |
| FEDERAL WRITERS PROJECT | | | | |
| Slave narratives | | | 455=X | 350=X |
| Selected titles | | | | 337=some |
| Foreign Broadcast Information Service — DAILY REPORTS | | | | 459=1968-70 |
| Geological Survey | | | | |
| MONOGRAPHS | | | 374=all<br>386=v. 1-90 | |
| GOVERNMENT REPORTS ANNOUNCEMENTS/INDEX — (NTIS)* | | | 382*<br>[3]8=some<br>173=some<br>375=X<br>455=some<br>250=Subcategory 950<br>350=Fields II, 15, 13, 61, 6J, 21D | 47=1965-<br>224=1954-67<br>339=1943- |
| INDEX MEDICUS | | | 348=1974<br>455=1879-80, 1483-27 | 348=1951-73 |
| INDIAN AFFAIRS BUREAU | | | | 462=* |
| Annual Report | | | 386=1824-1949 | |
| INDUSTRIAL COMMISSION REPORTS | | | 386=1900-1902 | |
| J.P.R.S. | | | | |
| Publications | | | 388=some | 351=X |
| Translations (Parallel) | | 459=1965- | 371=some | 80* |

*Reported 12,000 reels in these categories.
+Complete collections at libraries: (72, 273, 224, 141, 350, 211, 274, 373, 385, 251, 455.
Selective collections at libraries: 43, 139, 182, 211, 348, 33, 373.
‡On the entries under microfiche refer to individual titles, and the entries under microfilm to the <stand>
+Files or agency correspondence: M-14, M-258, T-1023, M-4, T-454, M-142, M-16, M-171, M-14, M-69, M-16.
+Reel 68, Aug. 14.
+Between Indonesia, 1807-62. China & Asia 1855-

PART II — HOLDINGS SURVEY, FEDERAL (continued)

| Author-Title | Microcard | Microprint | Microfiche | Microfilm |
|---|---|---|---|---|
| Library of Congress | | | | |
| BOOKS: SUBJECTS | | | [illegible] | |
| | | | [illegible] | |
| CREDENTIAL PAPERS OF | | | | [illegible] |
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| MONTHLY LABOR REVIEW | | | [illegible] | [illegible] |
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| N.A.S.A. | | | | |
| TECHNICAL NOTES | | | [illegible] | |
| | | | [illegible] | |
| National Bureau of Standards | | | | [illegible] |
| | | | | [illegible] |
| JOURNAL OF RESEARCH | | | | [illegible] |
| National Labor Relations Board | | | | |
| Decisions and orders | | | [illegible] | |
| Patent Office | | | | |
| CHEMICAL PATENTS | | | | [illegible] |
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| INDEX OF PATENTS | | | | [illegible] |
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| INDEX OF TRADEMARKS | | | | [illegible] |
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| OFFICIAL GAZETTE | | | [illegible] | [illegible] |
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| Publications (Random) | | [illegible] | | |
| Index to Classifications, 1970 | | | | [illegible] |
| | | | | [illegible] |
| Annual report of the Commissioner | | | | [illegible] |
| Presidents | | | | |
| MESSAGES & PAPERS (Richardson) | | | [illegible] | |
| EXECUTIVE ORDERS | | | | [illegible] |
| Press Releases | | | | [illegible] |
| | | | | [illegible] |
| PROBLEMS OF COMMUNISM | | | | [illegible] |
| PUBLIC HEALTH REPORTS | | | | [illegible] |
| Securities & Exchange Comm. | | | | |
| 10K Annual Reports | | | | |
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